

IN FPM Supplement 296-31

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FPM LTR. NO. 296-28

UNITED STATES CIVIL SERVICE COMMISSION

## FEDERAL PERSONNEL MANUAL SYSTEM

### LETTER


Washington, D.C. 20415  
November 21, 1975

FPM LETTER NO. 296-28

SUBJECT: Right of Female Employee to Use Maiden Name and Prefix  
Ms. on Government Records

*Heads of Departments and Independent Establishments:*

1. A decision issued by the Comptroller General, A-84336, dated August 28, 1975, states that a woman, notwithstanding her marriage, has the right to use her maiden name on Government records provided that she uses the same name consistently on all such records. Similarly, a woman employee may elect to use the prefix Ms. instead of the traditional forms of Miss or Mrs.
2. Issuance of the above decision now permits the use of an employee's maiden name in cases where the employee so requests and is known in the community by that name, provided there is no compelling reason to deny its use. It is required, however, that an employee, if married, indicate the name of her/his spouse on Government forms used for background investigations.
3. Instructions pertaining to the proper completion of Standard Form 50, Notification of Personnel Action, appearing in Table 3, Book V of Federal Personnel Manual Supplement 296-31 will be revised in order to implement the above decision issued by the Comptroller General. In the meantime, if a married female wishes to amend the record to show her maiden name, use Personnel Action Code 730, Name Change From (previous name) to process the action, and provide the Civil Service Commission with a copy.
4. A request for a change in title (e.g., Mrs. to Ms.) may be accomplished as a part of the name change at the same time. Action to change title only will be processed as Personnel Action Code 003 Amendment, amending the latest Standard Form 50 on file, and documenting the reason for the action in Block #30, Remarks on the SF 50. It is not required that a copy of this action be sent to the Commission.



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Executive Director

INQUIRIES: Bureau of Manpower Information Systems, Manpower Systems Management  
Division, Area Code 202, 254-9778

CSC CODE 296, Processing Personnel Actions

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